PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE MEMO
120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Records Coordinators and Employees
Philip Morris Companies
Philip Morris Incorporated
Philip Morris Management Corp.

DATE: March 4, 1996

FROM: William F. Lynch III

RE: **February 28, 1996 Records Disposal Suspension Notice - Revision**

The Notice of Disposal Suspension issued on February 28, 1996 by the Legal Department (Code: 1996 - 002 - 002 - F) has been revised and reissued due to the ommission of the word "**not**" in item number 2 within the "Attachment to February 28, 1996 Disposal Suspension Notice". Item number 2 should now read as follows:

> "For the period January 1, 1990 to the present, any and all records provided to Philip Morris employees or agents for use in answering questions about any of the issues listed above in paragraphs 1 (a) through 1 (f) inclusive, including but **not** limited to any and all scripts."

A copy of the revised suspension notice is attached. Please retain a copy of this Notice of Disposal Suspension for your files and, as always, distribute this records disposal suspension notice to persons in the departments for which you have records management responsibility.

Attachment

WFL/wfl

cc:
Beane, T.
Bodine Congdon, M.
Chaump, J.
Crawford, D.
Keane, D.
Long, H.
Moore, M.
Mulderig, J.
Padoan, A.
Reich, S.
Wall, C.
Werth, D.
Whidden, R.

Code: 1996 - 002 - 002 - RF

Source: https://www.industrydocuments.ucsf.edu/docs/ptmk0001